

| ROUTING AND TRANSMITTAL SLIP | | Date |
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| TO: (Name, office symbol, room number, building, Agency/Post) | | 20 AUG 1987 |
| 1. EXA/DA | Initials | Date |
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| 3. | | |
| 4. | | |
| 5. DDA REG. | | |
| Action | File | Note and Return |
| Approval | For Clearance | Per Conversation |
| As Requested | For Correction | Prepare Reply |
| Circulate | For Your Information | See Me |
| Comment | Investigate | Signature |
| Coordination | Justify | |

REMARKS

D/OCA has Action.
D/OP received a copy.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

EXECUTIVE SECRETARIAT
ROUTING SLIP

| TO: | | ACTION | INFO | DATE | INITIAL |
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| 2 | DDCI | | X | | |
| 3 | EXDIR | | X | | |
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| 12 | Compt | | | | |
| 13 | D/OCA | X(Advance Copy) | | | |
| 14 | D/PAO | | | | |
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| 16 | D/Ex Staff | | | | |
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Remarks

D/OCA will prepare a response to the attached letter.

Executive Secretary

19 Aug '87
Date

STAT

CONSTANCE A. MORELLA

8TH DISTRICT, MARYLAND

COMMITTEES:

POST OFFICE AND CIVIL SERVICE

SCIENCE, SPACE, AND TECHNOLOGY

SELECT COMMITTEE ON AGING



Executive Registry

87-4102X

WASHINGTON OFFICE

1024 LONGWORTH HOUSE OFFICE BUILDING

WASHINGTON, DC 20515

(202) 225-6341

DISTRICT OFFICE

11141 GEORGIA AVENUE

SUITE 302

WHEATON, MD. 20902

(301) 946-6801

Congress of the United States

House of Representatives

Washington, DC 20515

August 10, 1987

The Honorable William Webster
Director
Central Intelligence Agency
Headquarters
Washington, D.C. 20505

Dear Mr. Director:

As Congresswoman for Maryland's 8th District and as a member of the Federal Government Task Force Committee, I am pleased to sponsor the (1987 Excalibur Award program recognizing outstanding accomplishments by federal civilian and military personnel.

My office is currently seeking nominations for the 1987 Awards. I ask for your help in identifying the individuals deserving of recognition by the Congress and the American people. Nominations should include the name, title, grade, organization, and location of the nominee; a brief description of the exceptional contribution; and the name and phone number of an individual within your agency to contact for further information. Nominations should be forwarded to: Congresswoman Constance A. Morella, 11141 Georgia Avenue, Suite 302, Wheaton, Maryland, 20902, Attn: Mary Jane Rawlins.

You and your agency play an important role in the selection of the Excalibur Awards which contribute so much to the greater appreciation of public service achievements. I need your support in communicating throughout your agency my interest in receiving nominations.

Excalibur Award winners will be selected by a special committee, the Chairman of which will be the Honorable Charles McC. Mathias. After the award winners are announced, your attendance will be requested at a ceremony in honor of their achievements.

If you have any questions, please call Mrs. Rawlins in my Wheaton office at 301-946-6801. I look forward to your participation in this very important program which will contribute to greater awareness and recognition of public service achievements. The deadline for receiving the 1987 nominations is Friday, October 30, 1987.

Sincerely,

Constance A. Morella
Constance A. Morella
Member of Congress

EXCALIBUR AWARD ✓

FACT SHEET

Congresswoman Constance A. Morella, member of the Federal Government Service Task Force is sponsoring the 1987 Excalibur Award program. The purpose of the award is to recognize and honor outstanding contributions made by federal civilian and military personnel.

WHAT ARE ITS OBJECTIVES?

1. To encourage initiative and excellence in performance by government employees.
2. To publicize such achievements and enhance public appreciation of the merit and performance of government employees, helping to counter the negative image sometimes associated with government service.
3. To help attract talented persons to the federal service.

WHAT ARE THE CRITERIA FOR THE SELECTION OF NOMINEES?

On a yearly basis, candidates for the Excalibur Award are sought who exemplify:

1. Outstanding efforts or leadership in solving problems at local, national, or international levels.
2. Exceptional scientific, technical, or administrative achievements.
3. Superior service to the public, such as the improvement of efficiency including simplification of government regulations.
4. Ability to overcome obstacles to organizational objectives, such as making substantial savings in expenditures.
5. High personal integrity, moral character, and courage in dealing with difficult or sensitive problems.
6. Unusual degree of imagination and initiative involved in a specific achievement impacting on the agency and the public.

WHO IS ELIGIBLE AND HOW ARE NOMINATIONS MADE?

All federal career civilian and military employees are eligible. Normally, each award goes to one individual, but a small team of persons who have worked jointly on a project may also be considered.

Nominations are invited from heads and other officials of federal departments and agencies, from other organizations and from the general public.

(2)

Nominations summarizing the individual's achievement should not exceed one page in length. Interested persons should send nominations to:

Congresswoman Constance A. Morella
11141 Georgia Avenue, Suite 302
Wheaton, Maryland 20902
Attn: Mary Jane Rawlins

The deadline for receiving nominations is Friday, October 30, 1987.

WHO WILL SELECT THE AWARD RECIPIENTS?

Final selections are made by an impartial committee appointed by Congresswoman Morella and chaired by the Honorable Charles McC. Mathias.

HOW IS THE AWARD GIVEN?

The award is granted in the form of a plaque and an honorary citation. It will be presented by Congresswoman Morella at a ceremony held at the U.S. Capitol in the presence of other members of Congress, officials of the executive branch, members of the Excalibur Award Selection Committee, and representatives of the news media.